



Eastern Cape CET College

c/o Eastern Cape Community Education & Training (CET) • Border Training Centre • 10 Mfana Road • Eastern Cape • East London • 5219 • REPUBLIC OF SOUTH AFRICA

•Website: <https://ec.cetc.edu.za> • Email: scm@ec.cetc.edu.za • Tel: +27 43 753 0060

REQUEST FOR QUOTATION (RFQ)

REQUEST FOR QUOTATION	TRAINING OF 3 HR OFFICIAL ON SKILLS DEVELOPMENT FACILITATOR FOR 5 DAYS IN EL
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REFERENCE: RFQ/EC/CETC/HR/02/03/2026

CLOSING DATE: 25 MARCH 2025

CLOSING TIME: 11:00

YOU ARE HEREBY INVITED TO QUOTE FOR THE REQUIREMENTS OF THE EASTERN
CAPE COMMUNITY EDUCATION AND TRAINING COLLEGE
(EC CET College)

**DESCRIPTION: TRAINING OF 3 HR OFFICIALS ON SKILLS DEVELOPMENT FACILITATOR FOR 5 DAY
IN EAST LONDON**

ADDRESS WHERE THE TRAINING WILL BE CONDUCTED

**EASTERN CAPE CET COLLEGE
c/o Border Training Centre
10 Mfana Street
NU1 Mdatnsane
East London 5219**

The Venue will be provided by the College to the above address

REQUEST FOR QUOTE CONTACT PERSONS:

Enquiries should be directed to:

Ms. Y Matshaya Email: YMatshaya@ec.cetc.edu.za Tel: 043 753 0060 (Bidding process)

SUBMISSION OF DOCUMENTS

Proposals must be submitted via email to the following email addresses:

- i) YMatshaya@ec.cetc.edu.za
- ii) SCM@ec.cetc.edu.za

Between **08h00-16h30**(Monday to Friday).

Closing date for quotation: 25 March 2026 @ 11:00

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE

THE FOLLOWING PARTICULARS MUST BE PROVIDED:

(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

CELLPHONE NUMBER TEL NUMBER

VAT REGISTRATION NUMBER EMAIL

NAME OF SIGNITORY

SIGNATURE OF BIDDER DATE:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

TOTAL BID PRICE INCLUDING VAT



RFQ NOTICE

RFQ DESCRIPTION	RFQ NUMBER	Enquiries	CLOSING DATE
TRAINING OF 3 HR OFFICIALS ON SKILLS DEVELOPMENT FACILITATOR FOR 5 DAYS IN EL	RFQ/EC/CETC/HR/02/03/2026	Ms. Y Matshaya Tel:	25 March 2026
		043 753 0060	CLOSING TIME:
		Email:	11:00am
		YMatshaya@ec.cetc.edu.za	

Kindly furnish me with a written quotation for the provision of services as detailed in the enclosed specification. The quotations must be submitted before **11:00am** on your business letterhead or stamped with your business stamp. The quotations must be emailed to **YMatshaya@ec.cetc.edu.za**.

THE FOLLOWING MANDATORY DOCUMENTS MUST BE SUBMITTED WITH THE TENDER DOCUMENT AND FAILURE TO SUBMIT WILL LEAD TO THE QUOTATION BEING DECLARED NON-RESPONSIVE:

- Valid tax clearance certificate and tax compliance status documents with pin from SARS must be attached.
- A copy of business entity registration certificate e.g., CK Document
- A certified ID copy/s of company directors not older than 6 months.
- Municipal Statement of account not older than three (3) months or Lease agreement if renting premises stating that the bidder is not obliged to pay municipal rates or letter from Ward Council confirming proof of address (rural areas bidders only)
- **Service provider must be accredited with QCTO, and proof of accreditation must be attached.**
- **Proof of registration with Central Supplier Database (CSD) must be attached.**
- **A separate quotation on a company letter head must be attached.**
- **Completed SBD 4 fully**
- **If the Bid Sum as per the SBD.1 differs from the SBD 3.1, it will automatically invalidate the offer submitted.**

Please note the following:

- This document must be completed with non-erasable ink. Any document completed with pencil will not be acceptable and shall be disqualified.
- Ensure that there are no errors or omissions as this may lead to Quotations being declared nonresponsive.
- The submission should be entirely legible. Any changes made to the original text of bid should be crossed through and signed for. • **DO NOT USE CORRECTION FLUID** as this may invalidate your submission.

Evaluation Criteria for this procurement will be as follows:

- **Phase 1 – Functionality (70% to proceed to Phase 2)**
- **Phase 2 - Price and Preferential Points System.**

Price Points	= 80
Specific goals	= <u>20</u>
TOTAL	=100

“On the 04 November, the minister of Finance gazetted new Preferential Procurement Regulations (2022 Regulations) under the Preferential Procurement Policy Framework act, 2000 (PPPFA), this was aimed at aligning the regulations to the February 2022 Constitutional Court judgement. That judgement ruled that the Minister exceeded his powers in prescribing the 2017 Regulations. The Public Procurement Bill is being finalized, which will empower the Minister of Finance to set preferential procurement, the 2022 Regulations repeal the 2017 Regulations and take effect on the 16 January 2023”.

SPECIFIC GOAL POINTS BREAKDOWN

SPECIFIC GOALS	PREFERENCE POINTS ALLOCATED OUT OF 20	DOCUMENTATION TO BE SUBMITTED BY BIDDERS TO VALIDATE THEIR CLAIM FOR POINTS
Black ownership: An EME or QSE which is at least 51% owned by black people	3	<ul style="list-style-type: none"> CIPC (Company registration) CSD report clearly indicating the percentage shareholding of all owners, (the ownership status of the 2 documents must correspond in order to be awarded points)
Women ownership: An EME or QSE which is at least 51% owned by women	5	<ul style="list-style-type: none"> CIPC (Company registration) CSD report clearly indicating the percentage shareholding of all owners, (the ownership status of the 2 documents must correspond in order to be awarded points)
Youth ownership: An EME or QSE which is at least 51% owned by youth (up to 35 years of age)	5	<ul style="list-style-type: none"> CIPC (Company registration) CSD report clearly indicating the percentage shareholding of all owners, (the ownership status of the 2 documents must correspond in order to be awarded points)
Disability: An EME or QSE which is at least 51% owned by people with disability	5	<ul style="list-style-type: none"> CIPC (Company registration) CSD report clearly indicating the percentage shareholding of all owners, (the ownership status of the 2 documents must correspond in order to be awarded points) Medical certificate. SASSA registration or confirmation of disability from a relevant authority.
Locality: Located in the Eastern Cape	2	<ul style="list-style-type: none"> Municipal rates account OR Letter from councillor confirming residence or Lease Agreement
Non – submissions	0	<ul style="list-style-type: none"> No points will be claimed if the bidders failed to submit the required documents

BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- Eastern Cape CET College Supply Chain Management Policy will apply.
- Eastern Cape CET College does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
- Quotations which are late, incomplete, unsigned, will not be accepted.
- Quotations submitted are to hold good for a period of **30 days**.
- No bids will be considered from persons in the service of the state.
- The 80/20 preferential procurement point system will be applied.

Enquiries should be directed to:

Ms. Y Matshaya

Email: YMatshaya@ec.cetc.edu.za

Tel: 043 753 0060

SPECIFICATION

1. BACKGROUND

The Community Education and Training (CET) Colleges came into existence on 1 April 2015 when the Public Adult Learning Centres (PALCs) migrated from the Provincial Education Departments (PEDs) to the Department of Higher Education and Training (DHET). The PALCs became the Community Learning Centres (CLCs) and were merged under the CET Colleges.

The mandate of the Colleges is to provide quality and relevant Education and Training programmes for youth and adults to improve their livelihoods. The CET Colleges, through the CLCs, offer programmes that will ensure that students attain skills that will enable them to either find employment or establish their own enterprises which are Community needs based. The College is situated in the Eastern Cape in South Africa. Governance of the College rests with the Council subject to the relevant statutes and policies. Management structure of the College consists of the principal and three Deputy Principals. The CET College operates in accordance with the requirements laid down in the Continuing Education and Training Act, Act No.16 of 2006.

2. INTRODUCTION

The Eastern Cape CET College is looking for an accredited service provider to train 3 HR officials to equip them with the necessary skills to conduct training needs analysis and develop workplace skills plan. Be able to advise relevant training programs and interventions.

The officials will help the College to comply with workplace skills development regulations, identify skills gap, and manage learning initiatives to enhance employee competence and productivity. They will gain skills audits, prepare annual training report, and liaise with ETDP SETA. The training will also equip them with knowledge on promoting a learning culture, coordinating skills development interventions and developing quality management system.

3. SCOPE OF WORK

Specification	Quantity
<ul style="list-style-type: none">• Understand the context of skills development Act• Develop an organisational training and development plan• Conduct an analysis to determine outcomes of learning for skills development and other purpose• Conduct skills development administration in an organisation• Coordinate planned skills development in an organisation	3

4. DELIVERABLES

The appointed service provider will be required to deliver the following:

1. Comprehensive training material (soft copy format/hard copies)
2. Face to face sessions for 5 days

FUNCTIONALITY CRITERIA

Respondents **must score 70 points** and above to be assessed on their financial offer and preference score.

To ensure simplification, the total functionality score will be rated out of **a total of 100**.

Suitably qualified and experienced evaluators will evaluate the responses received and the average score will be carried forward as the Total Functionality Score.

The allocation of points for the evaluation of quality is set out in the table below.

FUNCTIONALITY	REQUIRED EVIDENCE	WEIGHT	POINTS ALLOCATION (3-5)
1. Experience			
The company must have previously offered ethics training in the public and/or private sectors.			
<ul style="list-style-type: none"> Completed five (5) or more trainings on skills development successfully 	Service providers are required to submit reference letters on official letterhead, be signed and contact details must be provided. No points will be claimed if the service provider did not comply.	60	5
<ul style="list-style-type: none"> Completed 3-4 trainings on skills development successfully 			4
<ul style="list-style-type: none"> Completed 1-2 trainings on skills development successfully 			3
<ul style="list-style-type: none"> None 			0
2. Project leader			
<ul style="list-style-type: none"> CV/s of the project leader to conduct training showing experience in leading skills development training/s. 	To be allocated points CV must be accompanied by proof of certified academic qualifications not older than 6 months. No points will be allocated if the qualifications are not certified.	30	
3. Locality			
<u>Withing Eastern cape</u> Outside Eastern cape	Municipal Statement, letter from ward council or lease agreement showing the residential address of the company.	10	10
			05
TOTAL		100	

CONDITIONS OF THE REQUEST FOR QUOTATION

General

1. This RFQ is not intended to form the basis of a decision to enter into any transaction involving EC CET COLLEGE and does not constitute an offer or recommendation to enter into such transaction, or an intention to enter any legal relationship with any person.
2. The RFQ has been compiled by EC CET COLLEGE and is being made available, on the same basis to all Bidders.
3. Bidders submitting a Bid in response to this RFQ will be deemed to do so on the basis that they acknowledge and accept the terms set out below. Neither EC CET COLLEGE nor any of their respective directors, officers, employees, agents, representatives, or advisors will assume any obligation for any costs or expenses incurred by any party in or associated with preparation or submitting a Bid in response to the RFQ.
4. The bidder is responsible for all the costs that they shall incur related to the preparation and submission of the bid document.
5. Kindly note that EC CET COLLEGE is entitled to amend any bid conditions, validity period, specifications, or extend the closing date of bids before the closing date.
6. The EC CET College reserves that right not to accept the lowest bid price of any tender in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract in terms of outputs and services and who is financially advantageous to EC CET COLLEGE.
7. The EC CET COLLEGE reserves the right to accept any Bid in whole or in part. Where a Bid is accepted in part, the price shall be adjusted in accordance with the pricing schedule indicated on the Bid.
8. The EC CET COLLEGE also reserves the right to award this bid to a pure empowerment entity.
9. All communication and attempts to solicit information of any kind relative to this tender should be in writing and channelled to: [ymatshaya@ec.cetc.edu.za](mailto:yamatshaya@ec.cetc.edu.za)

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state*, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

- 2.1 Full Name of bidder or his or her representative:
.....
- 2.2 Identity Number:
.....
- 2.3 Position occupied in the Company (director, shareholder etc):
.....
- 2.4 Company Registration Number:
.....
- 2.5 Tax Reference Number:
.....
- 2.6 VAT Registration Number:

* "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999).
- (b) any municipality or municipal entity.
- (c) provincial legislature.
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

2.7 Are you or any person connected with the bidder employed by the state presently.? **YES/NO**

- 2.7.1 If so, furnish the following particulars:
 - Name of person / director / shareholder/ member:
 - Name of state institution to which the person is connected:
 - Position occupied in the state institution:
 - Any other particulars:

2.8 Did you or your spouse, or any of the company's directors / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES/NO**

2.8.1 If so, furnish particulars:

.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.9.1 If so, furnish particulars.

.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

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2.11 Do you or any of the directors /shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

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.....

DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder